ABSTRACT OF THE DISCLOSURE

A teaching apparatus and method of enabling a child who does not have a complete mastery of a relationship between upper and lower letters to enter data into a computer is presented. In one embodiment, a computer keyboard overlay having lower-case letters is provided. The overlay is preferably transparent, and the lower-case letter is positioned in a non-interfering location relative to the upper-case letter on the alphabet keys such that both the upper-case and lower-case letters are visible to the child when installed. A computer keyboard is also presented that included both glyphs for upper-case and lower-case letters on the alphabet keys. The glyphs of the lower-case letters may be positioned on the keys directly, or may be applied along with a layer to the keys. A method comprises the step of providing a data entry device that displays both upper and lower case letters in association with one another.